



**STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
INVITATION FOR BID**

IFB NO. B1E04230
TITLE: Clothing: Personal; Service
ISSUE DATE: 07/08/04

REQ: NR 650 SLP40000005
BUYER: Rachel Dietzel
PHONE NO.: (573) 522-3296
E-MAIL: rachel.dietzel@oa.mo.gov

RETURN BID NO LATER THAN: 07/23/04 AT 2:00 PM

MAILING INSTRUCTIONS: Print or type **IFB Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Bids must be in DPMM office (301 W High St, Rm 630) by the return date and time.

RETURN BID TO: DPMM or DPMM
P O BOX 809 301 WEST HIGH ST, RM 630
JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101

CONTRACT PERIOD: Date of Award through One Year

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:

**Department of Mental Health
Various Locations Throughout Missouri**

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Invitation for Bid (Revised 05/03/04). The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when this IFB is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and the State of Missouri.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE	
PRINTED NAME		TITLE	
COMPANY NAME			
MAILING ADDRESS			
CITY, STATE, ZIP			
FEDERAL EMPLOYER ID NO.		SOCIAL SECURITY NO. IF FEDERAL EMPLOYER ID NO. NOT APPLICABLE.	
PHONE NO.	FAX NO.	E-MAIL ADDRESS	

NOTICE OF AWARD (STATE USE ONLY)

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:			
CONTRACT NO.		VENDOR NO.	CONTRACT PERIOD
BUYER	DATE	DIRECTOR	

1. INTRODUCTION

1.1 Purpose:

- 1.1.1 This document is an Invitation for Bid (IFB) which solicits competitive bids for personal clothing service for individual clients in the Eastern Missouri Psychiatric Hospital System – Metropolitan St. Louis Psychiatric Center, Hawthorn Children’s Psychiatric Hospital, and St. Louis State Psychiatric Rehabilitation Center all located in the St. Louis, Missouri area, on an as needed, if need basis in accordance with the requirements and provisions stated herein. The three locations listed above will be referred to as the *state agency* hereafter.
- 1.1.2 The establishment of a contract for a clothing service shall enable the individual clients to purchase garments which have a non-institutional appearance. In order to assure the clients that the garments purchased will fit well and are styled properly to meet their individual needs, the bidder must be knowledgeable in the field of clothing needs for mental health patients and provide a custom fitting service. The clothing purchased must promote dignity and self-esteem while aiding the clients in maintaining their individuality within the norms of society. The clothing must also withstand institutional laundering and frequent wearing.

1.2 Background:

- 1.2.1 The Eastern Missouri Psychiatric Hospital System – Metropolitan St. Louis Psychiatric Center, Hawthorn Children’s Psychiatric Hospital, and St. Louis State Psychiatric Rehabilitation Center are within the Missouri Department of Mental Health. A brief description of each facility follows:
 - a. Eastern Missouri Psychiatric Hospital System – Metropolitan St. Louis Psychiatric Center (MPC) is approximately a 125-bed inpatient psychiatric hospital. It provides both emergency and acute care for adult inpatients in the Eastern Region of Missouri.
 - b. Hawthorn Children’s Psychiatric Hospital (Hawthorn) has approximately 36 beds for inpatient psychiatric treatment of children and adolescents (age range is approximately 6 to 17). Hawthorn also has approximately 24 beds for residential units and approximately 16 slots for day treatment.
 - c. St. Louis State Psychiatric Rehabilitation Center (SLPRC) is approximately a 212-bed psychiatric facility providing intermediate and long-term inpatient psychiatric and psychosocial rehabilitation services to adults with severe, persistent mental illness and personality disorders. Also, patients requiring long-term inpatient care for evaluation and treatment/rehabilitation may be committed to the hospital.
- 1.2.2 Most of the clients cannot leave the grounds of the facility. The amount of outfits a client receives varies; however, it is estimated that each client has approximately eight (8) outfits per year.

1.3 Public Record Search and Retrieval System:

- 1.3.1 Both the current contract C100435001 and the previous procurement documentation B1Z00435 may be viewed and printed from the Division of Purchasing & Materials Management’s **Public Record Search and Retrieval System** located on the Internet at www.oa.mo.gov/purch/purch.htm.

2. GENERAL CONTRACTUAL REQUIREMENTS

2.1 Contract Period:

- 2.1.1 The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods, or any portion thereof. In the event the Division of Purchasing and Materials Management exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, including the percentage discount, pursuant to applicable option clauses of this document.

2.2 Renewal Periods:

- 2.2.1 If the option for renewal is exercised by the Division of Purchasing and Materials Management, the contractor shall agree that the prices for the renewal period shall not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.
- 2.2.2 If renewal percentages are not provided, then prices during renewal periods shall be the same as during the original contract period.
- 2.2.3 The Division of Purchasing and Materials Management does not automatically exercise its option for renewal based upon the maximum percent of increase and reserves the right to offer or to request renewal of the contract at a price less than the maximum percent of increase stated.

2.3 Price:

- 2.3.1 All prices shall be as indicated on the Pricing Page. The state shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

2.4 Freight, Shipping and Handling Charges:

- 2.4.1 All prices shall include all packing, handling, shipping and freight charges ***FOB Destination, Freight Prepaid and Allowed***. The State of Missouri shall not make additional payments or pay add-on charges for freight or shipping unless specifically described and priced in the bid, or as otherwise specifically stated and allowed by the IFB.

2.5 Contract Prices and Percentages:

- 2.5.1 All prices shall be as indicated on the Pricing Page. The state shall not pay nor be liable for any other additional costs including but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
- a. The contractor shall understand and agree that the price list/catalog pricing may change during the contract period, although such pricing shall not change with a frequency greater than every six (6) months. It is preferred that price list/catalog pricing change only on an annual basis.
 - b. In the event that a price list/catalog lists more than one price for the same item, the applicable quoted firm, fixed discount shall be applied to the lowest listed price. The State of Missouri shall always receive the contractor's lowest price for the item.

- c. The contractor shall furnish current price lists/catalogs (with products clearly identified) to the state agencies upon request. Price lists/catalogs shall also be provided to the state agencies as the catalogs change and/or pricing is updated.
- 2.5.2 The firm, fixed discount percentage shall be as indicated on the Pricing Page and shall apply to all clothing as found in the contractor's current price list/catalog.
- 2.5.3 The contractor shall understand and agree that the percentage discount shall remain the same throughout the duration of the contract.

2.6 Contractor Liability:

- 2.6.1 The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
- 2.6.2 The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.
- 2.6.3 Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above); (2) loss of, or damage to, the state's records or data; or (3) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility.

2.7 Subcontractors:

- 2.7.1 Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein. The contractor must provide notice and obtain acknowledgement from the State of Missouri prior to changing subcontractors.

2.8 Clothing Consultant:

- 2.8.1 The contractor shall provide sufficient staffing to insure that personalized measurements of the patients are conducted at the St. Louis State Psychiatric Rehabilitation Center at least two (2) times per year.
- a. The other facilities identified herein shall conduct in-house measurements of clients.

2.9 Bi-annual Clothing Presentations/Ordering:

2.9.1 Upon contact by the state agency, the contractor shall provide at a minimum 150 garments of all sizes and styles as a showcase for the clients at the St. Louis State Psychiatric Rehabilitation Center location so clients may review the selection and choose what he/she wants so that they may place their orders for clothing. The contractor shall also be available to provide this service to Eastern Missouri Psychiatric Hospital System and Hawthorn Children's Psychiatric Hospital locations, if requested by the state agency.

- a. The contractor shall provide this service two (2) times a year at the state agency's location.
- b. During clothing presentations at the St. Louis State Psychiatric Rehabilitation Center, the clothing consultant shall take the measurements of each individual client. The clothing consultant and any other representatives of the contractor shall be provided with a room within the state agency to work.
- c. The date and time of clothing presentations shall be coordinated between the state agency and the contractor.

2.9.2 The contractor shall provide a trained clothing consultant who must compile and maintain a complete Personal Physical Profile (PPP) for each individual client residing at the state agency.

- a. The PPP for each client shall include that individual's measurements and any special fitting needs, disabilities, habits, preferences, etc., that a client may have and should be taken into consideration. Measurements should be taken at the state agency location by the clothing consultant; however, if the consultant is not available the state agency may take measurements when deemed necessary.
- b. The consultant shall discuss with the unit director of each ward/cottage the clothing needs of each client based upon the individual's current inventory of clothing and PPP.
- c. The clothing consultant shall also respond to any problems which may arise such as the delivery of the wrong item, color, size, defective items, alternations deemed unacceptable, etc.
- d. The clients shall not make any purchases at the time of the clothing presentations. However, as a result of each visit, the state agency may place an order for the particular clothing items required for each client.

2.9.3 Upon receipt of each order, the contractor shall order the garments requested, make any necessary alterations to the clothing ordered, place a label inside each garment which is non-visible when the garment is worn which states the client's name and identification number, individually package the garments with the client's name and ward/cottage number identified on each package, and deliver/ship the complete clothing order to the state agency within ten (10) to twenty (20) calendar days.

2.10 Financial Records:

2.10.1 The contractor and all subcontractors should maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and other procedures specific to the State of Missouri for up to five (5) years from the expiration date and final payment on the contract or extension thereof.

2.11 Purchase Outside the Contract:

- 2.11.1 The state agency and its clients responsible for their own purchases shall reserve the right to purchase outside the contract when one or more of the following situations arise:
- a. New admissions arrive without clothing and time is not available for the contractor to provide clothing.
 - b. Sizes needed are not available through the contractor.
 - c. Discharge of client(s) on short notice and time is not available for the contractor to provide clothing.
 - d. Single order totals \$100.00 or less.

2.12 Estimated Quantities:

- 2.12.1 The quantities indicated in this IFB are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. The State of Missouri makes no guarantees about single order quantities or total aggregate order quantities.

2.13 Delivery Instructions:

- 2.13.1 The contractor shall deliver to the potential delivery locations, as shown below.

Eastern Missouri Psychiatric Hospital System – Metropolitan St. Louis Psychiatric Center
5351 Delmar
St. Louis, MO 63112

Hawthorn Children's Psychiatric Hospital
1901 Pennsylvania Blvd.
St. Louis, MO 63133

St. Louis State Psychiatric Rehabilitation Center
5300 Arsenal Street
St. Louis, MO 63139

- 2.13.2 The contractor and/or the contractor's subcontractor(s) shall deliver products in accordance with the contracted delivery times stated herein to the state agency upon receipt of an authorized order. Delivery shall include unloading shipments at the state agency's dock or other designated unloading site as requested by the state agency. All orders must be shipped F.O.B. Destination, Freight Prepaid and Allowed. All orders received on or before the last day of the contract, must be shipped at the contract price. All deliveries must be coordinated with the state agency.

2.14 Insurance:

- 2.14.1 The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.

2.15 Payment Terms:

- 2.15.1 All payment terms shall be as stated in the Terms and Conditions of the contract (see paragraph 10, "Invoicing and Payment") unless otherwise addressed in the IFB, or mutually agreed to by the state and the contractor. Payment terms should be net 30 days unless otherwise stated in the IFB. No late charges shall be applied which are not in compliance with Chapter 34.055 RSMo. This statute may be found at <http://www.moga.state.mo.us/STATUTES/STATUTES.HTM>.
- 2.15.2 The contractor shall understand and agree the state reserves the right to make contract payments to the contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the contractor must return a completed state Vendor ACH/EFT Application which is downloadable from the following website: <http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>. Each contractor invoice must contain a unique invoice number. The invoice number will be listed on the state's EFT addendum record to enable the contractor to properly apply state payments to invoices. The contractor must comply with all other invoicing requirements stated in the IFB.

2.16 Substitutions:

- 2.16.1 The contractor shall not substitute any item(s) that has been awarded to him/her without the prior approval of the Division of Purchasing and Materials Management.

2.17 Returns/Replacements:

- 2.17.1 The contractor shall be responsible for authorizing the return of damaged, incorrect sizes, or wrong items the same day of receipt and in addition, replacement at no additional cost to the State of Missouri.
- 2.17.2 Upon notification of any problem(s) by the state agency, a representative of the contractor shall consult with the state agency's staff within 48 hours to resolve the problem. A representative of the contractor shall be available to handle any necessary exchanges.

2.18 Termination:

- 2.18.1 The Division of Purchasing and Materials Management reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

2.19 Minimum Order:

- 2.19.1 No minimum orders quantities shall be established for the contract for any line items.

2.20 Audits:

- 2.20.1 Throughout the contract, the State of Missouri may conduct random audits of the contractor's invoices to monitor correct discount pricing of items. Audits shall be conducted with a minimum of twenty-four (24) hours' notice to the contractor.

2.21 Invoicing Instructions:

- 2.21.1 The contractor shall be notified by the state agency which clients are indigent and which have money in their accounts to pay for their clothing purchases. The state agency staff will instruct

the contractor as to what clothing the indigent clients need. The contractor shall invoice the state agency for the purchases for indigent clients only.

2.21.2 The contractor's invoice shall be itemized and include the name of the client, the client's identification number, the price per item, the alteration charge, if any, and the total purchase price.

2.21.3 The state agency staff will notify the contractor regarding those clients who have their own money and the amount these clients have in their accounts to spend on their clothing needs. The contractor shall invoice those clients who will make their own purchases from their own accounts. The client's invoice should be sent to his/her attention in care of the state agency at the address stated above.

2.22 Catalogs/Price Lists:

2.22.1 The contractor must provide the state agency with a complete, comprehensive catalog(s) of garments. If the contractor's catalog(s) is published on a semiannual or seasonal basis, then he/she must provide the state agency a copy of the current catalog(s) and price list(s) on a semiannual or seasonal basis.

2.22.2 The garments available in the catalog(s) shall include, but not be limited to, the following:

- a) Walking Shorts: Polyester/cotton blend, assorted styles and colors, men's and ladies' sizes.
- b) Pullover Shirts: Polyester/cotton blend, assorted styles and colors, short sleeve, men's, ladies', and youth sizes.
- c) Sweatshirts: Polyester/cotton blend, assorted styles and colors, long sleeve, adult and youth unisex sizes.
- d) Pants and Jeans: Corduroy, denim, knit, etc., assorted styles and colors, men's, ladies', and youth sizes.
- e) Slacks: Corduroy, denim, knit, etc., assorted styles and colors, men's and ladies' sizes.
- f) Sweatpants: Polyester/cotton blend, assorted colors, elastic waist, men's, ladies', and youth sizes.
- g) Sweaters: Various fabrics, assorted styles and colors, men's and ladies' sizes.
- h) Jacket Sweaters: Various fabrics, assorted styles and colors, men's and ladies' sizes.
- i) Lightweight Windbreakers: Various fabrics, assorted styles and colors, men's and ladies' sizes.
- j) Heavy Winter Coats: Various fabrics, assorted styles and color, men's, ladies', and youth sizes.
- k) Waist Length Jackets with Zip-Out Lining: Various fabrics, assorted styles and colors, men's and ladies' sizes.
- l) Jogging Suits: Various fabrics, assorted styles and colors, men's and ladies' sizes.
- m) Dresses and Two-Piece Skirt Sets: Various fabrics, assorted styles and colors, ladies' sizes.

- n) Shorts: Various fabrics, assorted styles and colors, men's, ladies', and youth sizes.
- o) Skirts: Various fabrics, assorted styles and colors, ladies' sizes.
- p) Bib Overalls: Denim, etc., assorted styles and colors, men's sizes.
- q) T-shirts: Polyester/cotton blend, assorted styles and colors, short and long sleeve, men's, ladies', and youth sizes.
- r) Shoes: Standard tennis shoe, white, Velcro fastener (no strings), men's, ladies' sizes (youth sizes preferred).

2.22.3 The catalog(s) shall include garments designed for those individuals who have physical disabilities, limited dexterity, and may be wheelchair bound, and shall include but not be limited to, the following:

- a) Pants, Slacks, and Jeans: Corduroy, denim, etc., assorted styles and colors, men's and ladies' sizes.
- b) Capes: Various fabrics, lined and unlined, must accommodate wheelchair bound individuals, assorted colors. One size fits all.

3. BIDDER'S INSTRUCTIONS AND REQUIREMENTS

3.1 Preparation and Submission of Responses:

3.1.1 American Made: In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency shall be manufactured or produced in the United States.

- a. The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.
- b. If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Executive Head of the Agency bears the burden of certification as required prior to the award of a contract.
- c. In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit B, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.
- d. If any products and/or services offered under this IFB are being manufactured or performed at sites outside the continental United States, the bidder MUST disclose such fact and provide details with the bid.

3.1.2 Bid Detail Requirements and Deviations: It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated herein. The bidder should clearly identify any and all deviations from both the mandatory and desirable specifications stated in the IFB. Any deviation from a mandatory requirement may render the bid non-responsive. Any deviation from a desirable specification may be reviewed by the state as to its acceptability and impact on competition.

- a. Bidders should note: A descriptive brochure of the model bid may not be acceptable as clear identification of deviations from the written specification.

- 3.1.3 Open Competition: Any manufacturer's name, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition.
- a. The bidder may offer any brand of product that meets or exceeds the specifications. In addition to identifying the manufacturer's name and model number, the bidder must explain in detail how their product meets or exceed the specifications. Bids, which do not comply with the requirement and the specifications, are subject to rejection without clarification.
- 3.1.4 Business Compliance: The bidder must be in compliance with the laws regarding conducting business in the State of Missouri. The bidder certifies by signing the signature page of this original document and any amendment signature page(s) that he/she and any proposed subcontractors are presently in compliance with such laws. The bidder shall provide documentation of compliance upon request by the Division of Purchasing and Materials Management. The compliance to conduct business in the state shall include but may not be limited to:
- Registration of business name (if applicable)
 - Certificate of authority to transact business/certificate of good standing (if applicable)
 - Taxes (e.g., city/county/state/federal)
 - State and local certifications (e.g., professions/occupations/activities)
 - Licenses and permits (e.g., city/county license, sales permits)
 - Insurance (e.g., worker's compensation/unemployment compensation)
- 3.1.5 Submission of bid: The bidder's response should include an original document, plus three(3) copies for a total of four (4) documents.
- 3.1.6 Electronic bids: If the bidder is responding electronically through the On-line Bidding website, the bidder should submit completed exhibits, forms, and other information concerning the bid as an attachment to the electronic bid. Specific instructions for submitting electronic attachments are included in the On-line Bidding website. Be sure to include the bid number, company name, and a contact name on any attachments submitted with the electronic bid. Bidders submitting electronic and hard copy bid responses which are not identical should explain which response(s) is(are) valid for the state's consideration. In the absence of such explanation, the state reserves the right to evaluate the response which serves its best interest. The On-line Bidding website can be found at <https://www.moolb.mo.gov>.
- a. The exhibits and forms provided herein can be saved into a word processing document of the bidder's own creation, completed by the bidder, and then attached to the electronic submission. Other requested or required information should be attached to the electronic bid in whatever format the bidder desires.
- b. Specifically the bidder should submit the following with the electronic bid as an attachment: renewal pricing, domestic products status, and product information.
- c. Exhibits, forms and other information may also be submitted through mail or courier service. However, any such submission should be received prior to the specified closing date and time.
- 3.1.7 Description of Product: The bidder should present a detailed description of all products and services proposed in the response to this Invitation for Bid. It is the bidder's responsibility to make sure all products proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the products proposed; however, the evaluator does have sufficient technical background to conduct an evaluation when presented complete information.

- a. The bidder should provide documentation (catalog(s), etc.,) which describes the following aspects concerning the garments proposed: quality, selection, variety of styles, assortment of colors, and sizing.
- 3.1.8 Availability: The bidder should state the length of time that the items proposed in his/her catalog would be available.
- 3.1.9 Warranty/Exchange Procedures: The bidder should state the warranty, if any, to cover the workmanship and materials of the garments proposed. Warranty to commence upon delivery and acceptance by the State of Missouri.
 - a. The bidder should also describe the exchange procedures for defective garments, etc.
- 3.1.10 Packaging/Labeling: The bidder should describe the type of packaging and labels that will be used when shipping garments to the state agency.

3.2 Evaluation and Award:

- 3.2.1 After determining that a bid satisfies the mandatory requirements, the evaluator(s) shall use both objective and subjective judgment in conducting a comparative assessment of the bids in accordance with the evaluation criteria stated below:

Cost.....60%

- Discount will be weighted at 30%
- Market Basket will be weighted at 25%
- Alterations will be weighted at 5%

Experience/Reliability/Expertise/Products/Services.....40%

- 3.2.2 Cost Evaluation: The bidder must respond on the Pricing Pages with a firm, fixed discount and a firm, fixed price for alteration pricing (per garment). Pricing shall be firm, fixed for the contract period stated on page one. Unless stated herein, the state shall assume absolutely no other costs exist to satisfy the IFB's requirements. Therefore, the successful bidder shall be responsible for any additional costs.
 - a. The bidder shall state on the Market Basket Page: current list price (without discount), discount off current price list/catalog, and a price per garment (list price minus percentage of discount) for each line item. The bidder should not state more than one price per item. If more than one price is submitted per Market Basket item(s), an averaged cost will be determined and used for the cost evaluation. The price stated for each item shall not include charges for alterations.
 - b. The bidder shall complete the Market Basket Page portion of this document. After determining that a bid satisfies the mandatory requirements, the cost evaluation shall be based on the bidder's after-discount prices as stated on the Market Basket Page. Each unit price after discount will be added together to determine the lowest grand total. Pricing quoted on the Market Basket is for evaluation purposes only, since contract pricing will be based on catalog pricing minus the quoted discount.
 - c. The evaluation shall cover the original contract period plus renewal periods. The cost evaluation shall include all mandatory requirements. However, the State of Missouri reserves the right to evaluate optional items, if deemed necessary.
 - d. For cost evaluation purposes only, the firm, fixed price(s) quoted by the bidder on the Pricing Pages for line item 002 shall be applied to the amount of 100 garments to arrive at a total annual amount. If a bidder proposes various pricing for different potential alterations, all prices shall be totaled to determine the average cost and then this total will be applied to the amount of 100

garments to arrive at the total annual amount. Such amount shall be used to determine the lowest priced bidder for line item 002.

- e. The highest discount shall receive 30 points and all competitors will receive their share based on a prorating formula. Market basket items will be assessed at 25 points for the lowest overall market basket total and all competitors will receive their share based on a prorating formula. Alterations will be assessed at 5 points for the lowest alteration price and all competitors will receive their share based on a prorating formula.

3.2.3 Experience/Reliability/Expertise/Products/Services: This component of the evaluation will be subjective. The bidder should provide documentation, which fully describes his/her experience and reliability in providing a personal clothing service, which meets the requirements stated within this IFB. The documentation should include, but is not limited to:

- a. A proposal of how he/she plans to accomplish the requirements of the contract proposed in this IFB.
- b. A list of all key personnel, including the trained clothing consultant, along with the provision of each individual's duties, responsibilities, training, and experience.
- c. On Exhibit A, the bidder should provide a list of at least three (3) current customers who have acquired similar type products and/or service from the bidder. The list should including the following:

Company name
Contact name
Contact's title
City and state
Telephone number and area code
Description of items/services
Availability status if contact is requested by the evaluation team.

- d. The bidder should present detailed description of all products and services proposed in their response to this Invitation for Bid. It is the bidder's responsibility to make sure all products proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the products proposed, but the evaluator does have sufficient technical background to conduct an evaluation when presented complete information.
- e. For purposes of evaluation, bidders may be requested to furnish samples of items priced in the market basket. All samples must be received within five (5) workdays of the request by the Buyer. Samples must be submitted at the bidder's expense, including all delivery charges. If returnable, and if the bidder requests a return of the sample(s), the charges shall be at the bidder's expense. The sample(s) must be of the actual item(s) being offered on the market basket page. No substitute samples or swatches will be accepted. Each sample should be clearly tagged with the bid number, item description and bidders name. Untagged items may disqualify the item for award.
- f. In addition to the above, the bidder should provide the following information:
 - A description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.
 - A description of the economic impact returned to the State of Missouri through tax revenue obligations.
 - A description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; manufacturing; warehouse; other), including Missouri employee statistics.

PRICING PAGES

Line Item	Description	Estimated Quantity	Unit	Unit Discount/ Price
001	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i>	1	TOTL	_____ %
The bidder must complete a firm, fixed discount to be offered off current catalogue or manufacturer's price list.				
002	C/S Code: 20099 <i>Clothing: Miscellaneous</i>	1	EA	\$ _____
The bidder must state firm, fixed price(s) for alterations per garment. If the bidder has various pricing for various different potential garment alterations, the bidder must state all garment alteration pricing below. The pricing stated shall remain firm and fixed throughout the original contract period.				

RENEWAL OPTIONS*(for line item 002 only)*

The Division of Purchasing and Materials Management shall have the sole option to renew the contract in one (1) year increments, or a portion thereof, for a maximum total of four (4) additional years.

The bidder must indicate below the maximum allowable percentage of price increase or **guaranteed** minimum percentage of price decrease applicable to the renewal option years. If a percentage is not proposed (i.e. left blank, page not returned, etc.), the state shall have the right to execute the option at the same price(s) proposed for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.

All increases or decreases shall be calculated against the **ORIGINAL** contract price, NOT against the previous year's price. A CUMULATIVE CALCULATION SHALL NOT BE UTILIZED.

The percentages indicated below shall be used in the cost evaluation to determine the potential maximum financial liability to the State of Missouri.

NOTICE: **DO NOT COMPLETE BOTH A MAXIMUM INCREASE AND A MINIMUM DECREASE FOR THE SAME RENEWAL PERIOD.**

003	C/S Code: 20099 <i>Clothing: Miscellaneous</i>	1	PCNT	_____ %
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First Renewal Option**For Contract Period: 2006****Renewal Option Percentage Adjustment****Bidder Must Identify Below By Checking Appropriately As An Increase Or Decrease****INCREASE: _____ OR DECREASE: _____**

004 C/S Code: 20099 1 PCNT _____ %
Clothing: Miscellaneous

Second Renewal Option
For Contract Period: 2007
Renewal Option Percentage Adjustment
Bidder Must Identify Below By Checking Appropriately As An Increase Or Decrease

INCREASE: _____ OR DECREASE: _____

005 C/S Code: 20099 1 PCNT _____ %
Clothing: Miscellaneous

Third Renewal Option
For Contract Period: 2008
Renewal Option Percentage Adjustment
Bidder Must Identify Below By Checking Appropriately As An Increase Or Decrease

INCREASE: _____ OR DECREASE: _____

006 C/S Code: 20099 1 PCNT _____ %
Clothing: Miscellaneous

Fourth Renewal Option
For Contract Period: 2009
Renewal Option Percentage Adjustment
Bidder Must Identify Below By Checking Appropriately As An Increase Or Decrease

INCREASE: _____ OR DECREASE: _____

DELIVERY

The desired delivery is 10-20 calendar days after the receipt of a properly executed order. If bidder's delivery is different, the bidder should state delivery in days after receipt of order: _____ calendar days ARO.

EMPLOYEE BIDDING/CONFLICT OF INTEREST

Bidders who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the bidder or any owner of the bidder's organization is currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name and title of state employee, General
 Assembly member or statewide elected official: _____

Name of state agency where employed: _____

Percentage of ownership interest in bidder's
 organization held by state employee, General
 Assembly member or statewide elected official: _____ %

MBE/WBE CERTIFICATION

Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification by the State of Missouri, Office of Administration, Office of Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below. To obtain an application for certification, go to the OEO Internet website and download an application at <http://www.oa.mo.gov/oao/Application-profit.pdf> or contact the MBE/WBE Certification Program at 877-259-2963 or email heyern@mail.oa.state.mo.us.

_____ MBE _____ WBE _____ Both

MARKET BASKET PAGE

The bidder shall state current list price (without discount), discount off current price list/catalog, and a price per garment (list price minus percentage of discount) for each line item. The price stated for each item shall not include charges for alterations.

ITEM	ITEM DESCRIPTION	UNIT	CURRENT LIST PRICE	DISCOUNT (must be same discount as offered in Item #001)	PRICE PER GARMENT (after discount price)
1	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' denim jeans: 100% Cotton or polyester/cotton blend, sewn-in partial elastic waistline. Sizes: small through extra large.	EA	\$	%	\$
2	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' denim jeans: 100% Cotton or polyester/cotton blend, sewn-in partial elastic waistline. Sizes: 2x through 4x.	EA	\$	%	\$
3	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's denim jeans: 100% cotton or polyester/cotton blend, sewn-in partial elastic waistline. Sizes: small through extra large.	EA	\$	%	\$
4	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's denim jeans: 100% Cotton or polyester/cotton blend, sewn-in partial elastic waistline. Sizes: 2x through 4x.	EA	\$	%	\$
5	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' crew neck sweaters: 100% acrylic, long sleeve, pullover. Sizes: small through extra large.	EA	\$	%	\$
6	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' crew neck sweaters: 100% acrylic, long sleeve, pullover. Sizes: 2x through 4x.	EA	\$	%	\$

7	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's crew neck sweaters: 100% acrylic, long sleeve, pullover. Sizes: small through extra large.	EA	\$	%	\$
8	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's crew neck sweaters: 100% acrylic, long sleeve, pullover. Sizes: 2x through 4x.	EA	\$	%	\$
9	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' slacks: cotton twill, sewn-in full elastic waistline. Sizes: small through extra large.	EA	\$	%	\$
10	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' slacks: cotton twill, sewn-in full elastic waistline. Sizes: 2x through 4x.	EA	\$	%	\$
11	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's pants: cotton twill, sewn-in half elastic waistline Sizes: small through extra large.	EA	\$	%	\$
12	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's pants: cotton twill, sewn-in half elastic waistline Sizes: 2x through 4x.	EA	\$	%	\$
13	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' pullover tops: long sleeve, crew neck style, 100% cotton or polyester/cotton blend. Sizes: small through extra large.	EA	\$	%	\$
14	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' pullover tops: long sleeve, crew neck style, 100% cotton or polyester/cotton blend. Sizes: 2x through 4x.	EA	\$	%	\$
15	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's pullover shirts: long sleeve, crew neck style, 100% cotton or polyester/cotton blend. Sizes: small through extra large.	EA	\$	%	\$

16	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's pullover shirts: long sleeve, crew neck style, 100% cotton or polyester/cotton blend. Sizes: 2x through 4x.	EA	\$	%	\$
17	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' jogging suits: two (2) piece, zip front jacket, non-binding elastic waist pants, 100% acrylic fleece or polyester/cotton blend. Sizes: small through extra large.	EA	\$	%	\$
18	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Ladies' jogging suits: two (2) piece, zip front jacket, non-binding elastic waist pants, 100% acrylic fleece or polyester/cotton blend. Sizes: 2x through 4x.	EA	\$	%	\$
19	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's jogging suits: two (2) piece, zip front jacket, non-binding elastic waist pants, 100% acrylic fleece or polyester/cotton blend. Sizes: small through extra large.	EA	\$	%	\$
20	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Men's jogging suits: two (2) piece, zip front jacket, non-binding elastic waist pants, 100% acrylic fleece or polyester/cotton blend. Sizes: 2x through 4x.	EA	\$	%	\$
21	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Lightweight Windbreakers: Coated Nylon, full-length zipper or snap closure, generously cut for layering. Ladies' and men's sizes: small through extra large.	EA	\$	%	\$
22	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Lightweight Windbreakers: Coated Nylon, full-length zipper or snap closure, generously cut for layering. Ladies' and men's sizes: 2x through 4x.	EA	\$	%	\$
23	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Youth Pique Shirts: Polo style, short sleeve, cotton/polyester blend. Youth sizes: small through extra large.	EA	\$	%	\$

24	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Youth T-shirts: Short sleeve, cotton/polyester blend. Youth sizes: small through extra large.	EA	\$	%	\$
25	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Youth Sweatshirts: Long sleeve, cotton/polyester blend. Youth sizes: small through extra large.	EA	\$	%	\$
26	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Youth Sweatpants: Elastic waistband, cotton/polyester blend. Youth sizes: small through extra large.	EA	\$	%	\$
27	C/S Code: 20000 <i>Clothing, Athletic, Casual, Dress, Uniform, Weather Related</i> Adult Tennis shoes: Standard, white, Velcro fasteners (no strings) Adult sizes: 6 through 14.	EA	\$	%	\$

EXHIBIT A**BIDDER'S REFERENCES**

Company Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

Description of Items/Services Furnished: _____

Availability status if contact is requested by the evaluation team: _____

Company Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

Description of Items/Services Furnished: _____

Availability status if contact is requested by the evaluation team: _____

Company Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

Description of Items/Services Furnished: _____

Availability status if contact is requested by the evaluation team: _____

**STATE OF MISSOURI -- OFFICE OF ADMINISTRATION
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

EXHIBIT B

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

Section A – All Products Are Manufactured or Produced In U.S.

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required).

COMPANY NAME

If Section A is completed, do not complete Section B.

Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required).

COMPANY NAME

Section C – Products May Qualify Because of Qualifying Treaty

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

SECTION C

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required)

COMPANY NAME

NOTE: Any product not listed above in Section C will be considered non-domestic if Section A is not signed. If this form is not completed, signed, and returned, items bid may not receive the domestic preference.

STATE OF MISSOURI
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT
TERMS AND CONDITIONS -- INVITATION FOR BID

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Division of Purchasing and Materials Management (DPMM)**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an IFB or to a contract.
- c. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- e. **Bidder** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- f. **Buyer** means the procurement staff member of the DPMM. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- j. **Invitation for Bid (IFB)** means the solicitation document issued by the DPMM to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DPMM.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DPMM.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.

3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the DPMM if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from the DPMM, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the DPMM in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The DPMM monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The IFB is available for viewing and downloading on the state's On-Line Bidding website. Registered vendors are electronically notified or mailed the IFB based on the information maintained in the State of Missouri's vendor database. If any portion of the address is incorrect, the bidder must notify the buyer in writing or update the address themselves on the state's On-Line Bidding website.
- f. The DPMM reserves the right to officially amend or cancel an IFB after issuance.

4. PREPARATION OF BIDS

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or

exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.

- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the DPMM and the bidder, if such bidder is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB. Any such bidder needs to include in the bid, a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph.
- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Prices bid shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified contract period.
- i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

5. SUBMISSION OF BIDS

- a. Bids may be submitted electronically as permitted by the IFB through the State of Missouri's On-Line Bidding website or hard copy delivered to the DPMM office. Delivered bids must be sealed in an envelope or container, and received in the DPMM office located at 301 West High St, Rm 630 in Jefferson City, MO no later than the exact opening time and date specified in the IFB. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, and (3) be priced as required. Hard copy bids may be mailed to the DPMM post office box address. However, it shall be the responsibility of the bidder to ensure their bid is in the DPMM office (address listed above) no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid submitted electronically may be modified on-line prior to the official opening date and time. A bid which has been delivered to the DPMM office, may be modified by signed, written notice which has been received by the DPMM prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid submitted electronically may be canceled on-line prior to the official opening date and time. A bid which has been delivered to the DPMM office, may only be withdrawn by a signed, written notice or facsimile which has been received by the DPMM prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. When submitting a bid electronically, the bidder indicates acceptance of all IFB terms and conditions by clicking on the "Submit" button on the Electronic Bid Response Entry form. Bidders delivering a hard copy bid to DPMM must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.

6. BID OPENING

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. Prices shall be posted on the state's On-Line Bidding website after the official opening date and time. The DPMM will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the DPMM office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

7. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 98-21, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the DPMM to be in the best interest of the State of Missouri.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB and (3) complies with Executive Orders 03-27 and 04-09.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, DPMM reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the DPMM reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The DPMM reserves the right to reject any and all bids. When all bids are non-responsive or otherwise unacceptable and circumstances do not permit a rebid, DPMM may negotiate for the required supplies.
- g. When evaluating a bid, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.

- i. Any award of a contract shall be made by notification from the DPMM to the successful bidder. The DPMM reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DPMM based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of bids.
- k. The DPMM posts all bid results on the On-line Bidding website for a reasonable period after bid award and maintains images of all bid file material for review. Bidders who include an email address with their bid will be notified of the award results via email.
- l. The DPMM reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- n. The final determination of contract award(s) shall be made by DPMM.

9. CONTRACT/PURCHASE ORDER

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) DPMM's acceptance of the response (bid) by "notice of award" or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DPMM or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

10. INVOICING AND PAYMENT

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DPMM.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.

11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

13. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the DPMM, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

14. CONFLICT OF INTEREST

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

15. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

16. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the DPMM may cancel the contract. At its sole discretion, the DPMM may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DPMM within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DPMM will issue a notice of cancellation terminating the contract immediately.
- c. If the DPMM cancels the contract for breach, the DPMM reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DPMM deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

17. COMMUNICATIONS AND NOTICES

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

18. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DPMM immediately.
- b. Upon learning of any such actions, the DPMM reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the DPMM shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DPMM until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

22. FILING AND PAYMENT OF TAXES

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore bidder's failure to maintain compliance with chapter 144, RSMo may eliminate their bid from consideration for award.

23. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.